



## DC STARS Training Calendar

### *Training sessions and workshops*

#### **DC STARS Overview**

***DC STARS Overview is a pre-requisite for all DC STARS classes and workshops.***

***Required to receive a DC STARS user login (except teachers)***

**Description** An introduction to the application's basic functionality including navigation, querying student data, roles within DC STARS and password management.

**Targeted Audience** All DC STARS users

**Location** 825, 5th Floor Computer Lab

**Time** AM Sessions 9 AM to 12 PM  
PM Sessions 1 PM to 4 PM

#### **Student Information Manager**

**Description** Presents details of admitting, withdrawing and registering students.

**Targeted Audience** Registrars and Data Entry Personnel

**Location** 825, 5th Floor Computer Lab

**Time** AM Sessions 9 AM to 12 PM  
PM sessions 1 PM to 4 PM

#### **DC STARS Open Workshop**

**Description** Come get help on any topic of DC STARS: student schedules, attendance, mark entry, transcripts, enrollment, or topics you choose. There will not be a formal agenda or training for this workshop. This is your opportunity to ask questions requiring in-depth explanation or hands on help.

***You must call the Workshop Hotline at (202) 442-9281 to reserve your space. If you do not reserve a space, you may be asked to come back on another date.***

**Target Audience** All DC STARS users

**Location** 825 in the 5th Floor Computer Lab

**Time** 9 AM to 4 PM – Please call to verify time and make your appointment.

NOTE: Registration for all classes are on a first-come, first-served basis. You must fax your request to the DC STARS Training Registrar at [202-442-5728](tel:202-442-5728) to attend any of the sessions; confirmations will be provided.

**Training Sessions without a minimum enrollment of 4 persons, are subject to cancellation.**



## DC STARS Training Calendar

### Counselors Training

**Description** In this class, counselors will receive a review of key tasks such as : 1) changing student schedules, 2) the student diploma screen, 3) the transcript, 4) credit details and more.

**Targeted Audience** Secondary School Counselors Only

**Location** 825, 5th Floor Computer Lab

**Time** AM Sessions – 9 AM to 12 PM

PM Sessions – 1 PM to 4 PM

### Elementary School Daily Attendance Training

**Description** Elementary school personnel (grades PS-6) responsible for attendance are taught how to record daily attendance for an individual student, for a class and how to print a variety of attendance reports.

**Targeted Audience** Elementary School

**Location** 825, 5th Floor Computer Lab

**Time** AM Sessions 9 AM to 12 PM

PM Sessions 1 PM to 4 PM

### Education Campus Point-of-Contact Period Attendance Training

**Description** Education Campus personnel (PS-8) responsible for attendance are taught how to record period attendance for a class, for an individual student and how to print a variety of attendance reports. This designee is shown how teachers will input attendance into DC STARS and will be responsible for training/assisting teachers in the use of period attendance. **Only the trained Point of Contact will be authorized to contact the DC STARS help desk for assistance.**

**Targeted Audience** Education Campus Attendance Personnel

**Location** 825, 5th Floor Computer Lab

**Time** AM Sessions 9 AM to 12 PM

PM Sessions 1 PM to 4 PM

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## DC STARS Training Calendar

### Middle/High School Point-of-Contact Period Attendance Training

**Description** High/Middle School personnel responsible for attendance are taught how to record period attendance for a class, for an individual student and how to print a variety of attendance reports. This designee is shown how teachers will input attendance into DC STARS and will be responsible for training/assisting teachers in the use of period attendance. **Only the trained Point of Contact will be authorized to contact the DC STARS help desk for assistance.**

**Targeted Audience** High/Middle School Attendance Personnel

**Location** 825, 5th Floor Computer Lab

**Time** AM Sessions 9 AM to 12 PM  
PM Sessions 1 PM to 4 PM

### Education Campus Point-of-Contact Mark Entry Training

**Description** Education Campus personnel (PS-8) responsible for training/assisting teachers with mark entry, are taught how to record marks for a class, for an individual student and how to print a variety of mark reports. These designees are shown how teachers will input marks into DC STARS and will be responsible for training/assisting teachers with mark entry. **Only the trained Point of Contact will be authorized to contact the DC STARS Help Desk for assistance.**

**Targeted Audience** Two representatives from each school. An Assistant Principal is recommended.

**Location** 825, 5th Floor Computer Lab

**Time** AM Sessions 9 AM to 12 PM  
PM Sessions 1 PM to 4 PM

### Middle School Point-of-Contact Mark Entry Training

**Description** Middle School personnel responsible for training/assisting teachers with mark entry are taught how to record marks for a class, for an individual student and how to print a variety of mark reports. These designees are shown how teachers will input marks into DC STARS and will be responsible for training/assisting teachers with mark entry. **Only the trained Point of Contact will be authorized to contact the DC STARS help Desk for assistance.**

**Targeted Audience** Two representatives from each school. An Assistant Principal is recommended.

**Location** 825, 5th Floor Computer Lab

**Time** AM Sessions 9 AM to 12 PM  
PM Sessions – 1 PM to 4 PM

NOTE: Registration for all classes are on a first-come, first-served basis. You must fax your request to the DC STARS Training Registrar at [202-442-5728](tel:202-442-5728) to attend any of the sessions; confirmations will be provided.

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## DC STARS Training Calendar

### High School Point-of-Contact Mark Entry Training

**Description** High School personnel responsible for training/assisting teachers with mark entry are taught how to record marks for a class, for an individual student and how to print a variety of mark reports. These designees are shown how teachers will input marks into DC STARS and will be responsible for training/assisting teachers with mark entry. **Only the trained Point of Contact will be authorized to contact the DC STARS Help Desk for assistance.**

**Targeted Audience** Two representatives from each school. An Assistant Principal is recommended.

**Location** 825, 5th Floor Computer Lab

**Time** AM Sessions 9 AM to 12 PM  
PM Sessions 1 PM to 4 PM

### Point-of-Contact Electronic Elementary Report Card (EERC)

**Description** Personnel responsible for training/assisting teachers with the electronic elementary standards based mark entry are taught how to record marks for a class, for an individual student and how to print report cards. These designees are responsible for training/assisting teachers with the electronic elementary standards based mark entry. **Only offered to schools that participated in the SY2008/09 Pilot of the Electronic Elementary Report Card Pilot Program.** **Only the trained Point of Contact will be authorized to contact the DC STARS help desk for assistance.**

**Targeted Audience** POC designated by school principal.

**Location** 825, 5th Floor Computer Lab

**Time** AM Sessions 9 AM to 12 PM  
PM Sessions 1 PM to 4 PM

### Elementary School Principals Workshop

**Description** Learn how to quickly access DC STARS student information. Administrators will learn how to use DC STARS to ensure all appropriate data entry tasks are complete and compliant with DCPS mandates. Topics include inquiry of student records for attendance history, printing various reports and extracting student data. Learn how to use DC STARS as a tool to manage your school environment.

**Targeted Audience** Principals and Assistant Principals

**Location** - 825, 5<sup>th</sup> floor Computer Lab

**Time** AM Sessions 9 AM to 12 PM  
PM Sessions 1 PM to 4 PM

NOTE: Registration for all classes are on a first-come, first-served basis. You must fax your request to the DC STARS Training Registrar at [202-442-5728](tel:202-442-5728) to attend any of the sessions; confirmations will be provided.

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**STARS**  
Student Tracking and Reporting System

## **DC STARS Training Calendar**

### **Secondary School Principals Workshop**

**Description** Learn how to quickly access DC STARS student information. Administrators will learn how to use DC STARS to ensure all appropriate data entry tasks are complete and compliant with DCPS mandates. Topics include inquiry of student records for marks, schedules, credit history, attendance history, printing various reports and extracting student data. Learn how to use DC STARS as a tool to manage your school environment.

**Targeted Audience** Principals and Assistant Principals

**Location** - 825, 5<sup>th</sup> floor Computer Lab

**Time** AM Sessions 9 AM to 12 PM  
PM Sessions 1 PM to 4 PM

NOTE: Registration for all classes are on a first-come, first-served basis. You must fax your request to the DC STARS Training Registrar at [202-442-5728](tel:202-442-5728) to attend any of the sessions; confirmations will be provided.

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### DC STARS Training Calendar October 2009

Location	Monday	Tuesday	Wednesday	Thursday	Friday
<b>All Days</b>				<b>10/1</b>	<b>10/2</b>
825 5th floor				<i>Open Workshop</i> <i>Call 724-2252 for</i> <i>Reservations</i>	
<b>All Days</b>	<b>10/5</b>	<b>10/6</b>	<b>10/7</b>	<b>10/8</b>	<b>10/9</b>
825 5th floor			ES Daily Attendance AM	STARS Overview AM	<i>Open Workshop</i> <i>Call 724-2252 for</i> <i>Reservations</i>
		<i>Open Workshop</i> <i>Call 724-2252 for</i> <i>Reservations</i>	<i>Open Workshop</i> <i>Call 724-2252 for</i> <i>Reservations</i>	Student Info Manager PM	
<b>All Days</b>	<b>10/12</b>	<b>10/13</b>	<b>10/14</b>	<b>10/15</b>	<b>10/16</b>
825 5th floor	Holiday	<i>Open Workshop</i> <i>Call 724-2252 for</i> <i>Reservations</i>	Counselors Training (Secondary Schools Only) AM	<i>Open Workshop</i> <i>Call 724-2252 for</i> <i>Reservations</i>	STARS Overview AM
			MS/SHS POC Period Attendance PM		Student Info Manager PM
<b>All Days</b>	<b>10/19</b>	<b>10/20</b>	<b>10/21</b>	<b>10/22</b>	<b>10/23</b>
825 5th floor	<i>Open Workshop</i> <i>Call 724-2252 for</i> <i>Reservations</i>	EC POC Mark Entry AM		MS POC Mark Entry AM	
		POC EERC Training PM	<i>Open Workshop</i> <i>Call 724-2252 for</i> <i>Reservations</i>	POC EERC Training PM	<i>Open Workshop</i> <i>Call 724-2252 for</i> <i>Reservations</i>
<b>All Days</b>	<b>10/26</b>	<b>10/27</b>	<b>10/28</b>	<b>10/29</b>	<b>10/30</b>
825 5th floor	Counselors Training (Secondary Schools Only) AM	SHS POC Mark Entry AM		POC EERC Training AM	
		POC EERC Training PM		Counselors Training (Secondary Schools Only) PM	

NOTE: Registration for all classes are on a first-come, first-served basis. You must fax your request to the DC STARS Training Registrar at [202-442-5728](tel:202-442-5728) to attend any of the sessions; confirmations will be provided.

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Version Date: 10/21/09



**STARS**  
Student Tracking and Reporting System

## DC STARS Training Calendar

### DC STARS Training Calendar November 2009

Location	Monday	Tuesday	Wednesday	Thursday	Friday
All Days	11/2	11/3	11/4	11/5	11/6
825 5th floor		STARS Overview AM		<i>Open Workshop Call 724-2252 for Reservations</i>	
		Student Info Manager PM	ES Daily Attendance PM		
All Days	11/9	11/10	11/11	11/12	11/13
825 5th floor	Elementary School Principals Workshop AM	<i>Open Workshop Call 724-2252 for Reservations</i>	Holiday	EC POC Period Attendance AM	
	MS/SHS POC Period Attendance PM				
All Days	11/16	11/17	11/18	11/19	11/20
825 5th floor		<i>Open Workshop Call 724-2252 for Reservations</i>	STARS Overview AM	<i>Open Workshop Call 724-2252 for Reservations</i>	
	Secondary School Principals Workshop PM		Student Info Manager PM		
All Days	11/23	11/24	11/25	11/26	11/27
825 5th floor	<i>Open Workshop Call 724-2252 for Reservations</i>		<i>Open Workshop Call 724-2252 for Reservations</i>	Holiday	
All Days	11/30				
825 5th floor	<i>Open Workshop Call 724-2252 for Reservations</i>				

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## Training Registration Form

### Instructions:

1. Fill in the information requested below. **Editable PDF – you can type directly on the form before printing.**
2. For each class that you would like to attend, refer to the **Training Course Descriptions** and **Training Calendar** for the current class schedule. The latest class schedule can be found on the DC STARS website in the **Training Center**.
3. Fax or email your completed registration form to the training coordinator.  
Fax: [202-442-5728](tel:202-442-5728) Email: [stars.help@dc.gov](mailto:stars.help@dc.gov) (Subject: Training Registration)

### Training Participant:

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

School Name: \_\_\_\_\_ School Code: \_\_\_\_\_

DCPS/DC.Gov Email: \_\_\_\_\_ HQ Domain User Id: \_\_\_\_\_

Agency (i.e. OSSE  
Child Family Agency): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Position (at School/  
Agency): \_\_\_\_\_

I am a new user and will need a DC STARS login ID. Yes \_\_\_\_\_ No \_\_\_\_\_  
(If yes, an id will be given at the end of **DC STARS Overview** training.)

### Class Requests:

Course Name	Date /Session	Location
<i>Example: DC STARS Overview</i>	<i>June 13 PM</i>	<i>825</i>

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Confirmation will be sent to your *dc.gov* email address.